

~~CONFIDENTIAL~~

ER 4845-89

11 December 1989

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: [REDACTED]

Chairman, DCI Secretarial Management
Advisory Group

SUBJECT: Secretary of the Year [REDACTED]

1. The DCI Secretarial Management Advisory Group would like to invite you to present the annual Secretary of the Year Awards. There will be one \$5,000 award for the Agency Secretary of the Year, and five \$2,000 awards for each Directorate Secretary of the Year and the DCI Area Secretary of the Year. Plans are being formulated for the ceremony to be held on Wednesday, 25 April 1990 (National Secretaries Day) at 1100 in the Headquarters Auditorium. We would expect approximately [REDACTED] people, consisting of Agency employees and families of the recipients, to attend this ceremony. [REDACTED]

2. The DCI Secretarial Management Advisory Group and the recipients of the 1989 awards greatly appreciated your presenting the awards at last year's ceremony. We hope that this date (25 April 1990) will fit into your busy schedule and that you will be able to present the awards. [REDACTED]

3. Any questions concerning the ceremony may be directed to the undersigned on extension [REDACTED]

[REDACTED]

[REDACTED]

 I will present the awards.

 I regret I must decline the invitation.

~~CONFIDENTIAL~~

CONFIDENTIAL

STAT

SUBJECT: Secretary of the Year

Distribution:

Original - Addressee

1 - DDCI

1 - EA/DCI

1 -

1 - DCI Security

1 - Executive Registry

1 - Public Affairs Office

1 - Chief, Protocol Branch,
Office of Personnel

STAT

STAT

DCI Secretarial MAG, (11 December 1989)

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SECRETARY OF THE YEAR

EXTENSION

NO.

Chairman, DCI Secretarial
Management Advisory Group

DATE

11 December 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director
Public Affairs Office
6E0701 OHB

2.

3. Director, Public
Affairs Office
6E0701 OHB

4.

5. Deputy Director of
Central Intelligence
7D60 OHB

6.

7. Director of Central
Intelligence
7D60 OHB

8.

9. Director, Public
Affairs Office
6E0701 OHB

10.

11. Deputy Director,
Public Affairs Office
6E0701 OHB

12.

13.

OD/EURA/DI
6G42 OHB

14.

15.